

EMERGENCY 30-DAY SUBSTITUTE TEACHING PERMITS

Requirements for the issuance and reissuance:

- (1) possession of a baccalaureate or higher degree from a regionally accredited college or university;
- (2) passage of the California Basic Educational Skills Test (CBEST);
- (3) a completed application form and the appropriate fee submitted directly to **either** the Commission on Teacher Credentialing or to an employing agency; and,
- (4) unless clearance is already on file with the Commission, personal identification on duplicate fingerprint cards (form BID7 Rev. 11/87 or later) and the Application for Character and Identification Clearance (form 41-CIC).

Authorization:

The Emergency 30-Day Substitute Teaching Permit authorizes the holder to serve as a substitute in any classroom; preschool, kindergarten and grades 1-12, inclusive; or in classes organized primarily for adults within each county in which the permit is registered provided the employing agency has a completed Statement of Need on file for the school year. However, the holder shall not serve as a substitute for more than 30 days for any one teacher during the school year.

Valid Dates:

An Emergency 30-Day Substitute Teaching Permit is valid for no less than one year and expires one calendar year from the first day of the month immediately following the date of issuance.

The Statement of Need for 30-Day Substitute Teachers is completed yearly and kept on file at the county office of education, school district office, or office of the employing state agency. It must:

- (1) describe the situation or circumstances that necessitate the use of an emergency permit holder, and
- (2) state that either a credentialed person is not available, or that one or more credentialed persons are available, but do not meet the specified employment criteria established for the position by the employing agency, and
- (3) be prepared and signed by, as applicable, the superintendent of the employing school district, the superintendent of the employing county if the service will be rendered in county operated schools, or the head of the state agency under which the employing school operates.